

**City of Seattle
Civil Service Commission
November 16, 2011**

APPROVED DECEMBER 14, 2011

Call to Order: Commission Chair Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commission Chair Steven Jewell
Commissioner Ellis H. Casson
Commissioner Gregg Hirakawa
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

Not In Attendance:

Sumeer Singla, Assistant City Attorney

PUBLIC COMMENT

- Mitchell Riese, Attorney with Judith Lonnquist and representing parties Arnold/Adams in an appeal versus Human Services Department. Mr. Riese withdrew the motion filed by the appellants.

ACTION ITEMS

1. Approval of Minutes:

Approval of October 19, 2011 Meeting Minutes: Commissioner Casson moved to accept the minutes. Commissioner Hirakawa seconded the motion with amendments to item #4. The motion passed.

Approval of October 25, 2011 Special Meeting Minutes: Commissioner Hirakawa moved to accept the minutes. Commissioner Casson seconded the motion. The motion passed.

2. Review Monthly Case Status Report & Appeal-New, Review & Update:

The Commission reviewed the monthly case status report.

EXECUTIVE SESSION: The Commission went into Executive Session at 9:40a.m. to deliberate on the following appeal. The Executive Session ended at 10:10 a.m.

- **Manion v. Personnel-CSC No. 11-07-002:** The Commission reviewed the Respondent's Writ of Review filed with the King County Superior Court.

- **Arnold v. HSD-CSC No. 11-01-017/Adams v. HSD-CSC No. 11-01-015- Motion to Appoint a Civil Service Commissioner:** The motion was withdrawn by the appellant's.

The following items were taken out of order:

5. 2011 Merit Leave Awards: Commission Chair Jewell proposed to award the Executive Director 5 days of Merit Leave. Commissioner Casson moved to accept the proposal. Commissioner Hirakawa seconded the motion. The motion passed.

6. CSC Pro Tem Salary Review: The Commission agreed to change the hourly pro tem salaries to \$75 per hour. The Commission will look at possibly hiring 1 or 2 new CSC Hearing Officers.

DISCUSSION ITEMS

3. Monthly Summit (Budget) Report: The Executive Director reported the budget is on track for November.

4. Proposal to Combine Civil Service and Public Safety Civil Service Commissions/Update: Commissioner Hirakawa gave an update on his meetings with City Council Members, and future meetings that are scheduled with Council Members.

Old/New Business:

- **December Commission Meeting:** The December Commission meeting will be scheduled for December 14 to accommodate Commissioner schedules.

Adjourn: The meeting adjourned at 10:25 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 12/14/2011

Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 12/14/2011

Steven A. Jewell, Commission Chair

Date